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Billing Code

Authorization Number  
(for Reservation Clerk only)

REQUEST FOR AIR TRAVEL

PLEASE PRINT OR TYPE.

A. Passenger's name:

Last Name	Mr., Mrs., or Ms.	First Name	Initial
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Work Telephone	Home Telephone (optional)
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Work Location	<input type="checkbox"/> SF	<input type="checkbox"/> LA	<input type="checkbox"/>
Other			

B. Purpose of trip:


A. Flight Itenerary:

Date of Flight	Exact Time of Departure	Departure from Airport/City	Arrival at Airport/City	Preferred Airline & Flight #

D. Lodging: (Date/City/Hotel)


E. Car Rental: (Date/City)

Pickup		Drop off	

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Authorization of

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

\* If you plan on using your General Service Charge Card for car rental, please show all 8 numbers as the Billing Code. If not, use the first 5 digits only.